

Colorado In-Processing Checklist				
Employee Name:				
Incoming Process				
Item	Quantity	Cost	Date	Initials
Cell Phone				
Cell Phone Accessories				
PDA/Blackberry				
PDA Accessories				
Picture ID Badge				
Employment Agreement				
Office Key, and /or Key Card -SO				
Travel Card Issued				
Purchase Card Issued				
Phone Card				
<b>Equipment</b>				
Laptop/PC				
Printer				
Scanner				
Time & Attendance	Initiate Time and Attendance			

Colorado Out-Processing Checklist				
SSN:				
Outgoing Process				
Item	Quantity	Cost	Date	Initials
Cell Phone				
Cell Phone Accessories				
Civil Rights Exit Interview	CR Initials _____ Date _____			
PDA/Blackberry				
PDA Accessories				
Picture ID Badge				
Employment Agreement				
Keys or Key Card-SO	MGSV Initials _____ Date _____			
Travel Card				
Travel Card Outstanding Balance	FNM Initials _____ Date _____			
Travel Card Cancelled	FNM Initials _____ Date _____			
Purchase Card Balance	MGSV Initials _____ Date _____			
Passwords Cancelled	MGSV Initials _____ Date _____			
Phone Card				
SF-52 Initiated				
Relocation-Outstanding	FNM Initials _____ Date _____			
Student Loan Repayment	HR Initials _____ Date _____			
Magic Ticket	HR Initials _____ Date _____			
Acknowledgement of USDA Post-Employment Restriction Forms and Information	Employee Initials _____ Date _____			
<b>Equipment</b>				
Laptop/PC				
Printer				
Scanner				
Travel Voucher	Last Voucher Approved Supervisor Initials _____			
Time & Attendance	Last T & A Submitted and Approved Supervisor's Initials _____			

**INCOMING PROCESS**

I acknowledge receipt of the above items

\_\_\_\_\_  
Employee Signature                      Date

**OUTGOING PROCESS**

I acknowledge receipt of the above items

\_\_\_\_\_  
Supervisor/Admin Signature                      Date